HRMP/HIP Ground Rules

June 29, 2001

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HRMP Process

Introduction

The HRMP will identify for the next three years:
1) Resource management issues which:

- Are significant limiting factors to the achievement of FRBC's Strategic Objectives (SO);
- Are most effectively resolved when lead at the provincial level.

2) Strategies to resolve those issues.

The HRMP will serve as the basis for the subsequent HIP (Investment Plan) process (refer to page 4).
Key attributes to the HRMP are:

- For each SO, a list of issues and their implications to the SO Provincial Key Performance Indicator (refer to page 4).
- For each issue, a strategy for resolving the issue.
- For each strategy, a time, resource requirement and outcome outline.

Roles and Responsibilities

- MoF, MSRM and WLAP will jointly produce the HRMP.
- Rick Brand and Don Gosnell will be the lead Ministry contacts. They will:
    - Develop the HRMP Guidelines;
    - Negotiate and sign-off the Ground Rules
    - Provide direction and advice to Strategic Objective (SO) Teams;
    - Receive the products of the SO level HRMP process from the SO teams.
    - Deliver the completed HRMP to FRBC.
- Janet Gagne will represent FRBC and will:
    - Negotiate and sign-off the Ground Rules
    - Provide FRBC support as per the Ground Rules;
    - Be the recipient of the plan upon its completion.

- Component Leaders, Investment Officers, Agency Specialists and other stakeholders will be provided the opportunity to participate in drafting the HRMP. These people will:
    - Develop and implement processes to ensure delivery of the HRMP in accordance with the Ground Rules and Guidelines;
    - Deliver the outputs of the process to the ministry lead contacts.

Preliminary (planning) SO budgets for 02/03 – 04/05

Strategic Objective	02/03 (millions)	03/04 (millions)	04/05 (millions)	Total (millions)
SH	$2.61			
SSFM	$4.70			
G & Y	$1.52			
EEV	$2.21			
Total	$11.04			

These figures are provided to agency staff for the purpose of establishing the context for strategy development. I.e.: to help focus on priority issues and to assist in establishing a sense of Forest Renewal's capacity to support resolution of the issues. A sufficient number of issues and sub-issues should be developed to support +/-120% of the figures notes above. EEV has been increased to reflect a request by FRBC to plan for a new effectiveness evaluation sub-program.

Performance Measures

General

- Identify and propose resolution to, in order of priority, factors that limit the successful attainment of:
  - Regional Performance Targets under each SO (+/-50% of HRMP);
  - Provincial level leading issues (+/-50% of HRMP)
- The HRMP Process will follow the "spirit and intent" of the SSFM RMP Guidelines. That is, for each Strategic Objective (SO) a set of issues and sub-issues will be identified which, when resolved, achieve or contribute to the achievement of the SO's performance indicator (refer to HRMP Guidelines)
- For each issue or sub-issue, a strategy for resolving it will be developed. Each strategy will identify the scope and impact of the issue or sub-issue, and how it relates to others, and consists of a number of activities with required resources and key deliverables from which one or more projects could be developed within a subsequent Investment Planning Process.
- Each strategy will define the key performance indicator and performance measure. The performance target will be determined in the IP process once budgets are assigned to each strategy.
- NOTE: contributions to these issues and sub-issues made by agencies or other parties should be referenced in the HRMP.

SO Performance Measures:

Strategic Objective Specific Performance Measures for the HRMP are:

Strategic Objective	**Performance Indicator**	**Performance Measure**
SSFM		
SH		
EEV		

HRMP Format and Content

- Refer to the HRPM Guidelines.

Principles and Expectations for Partner Involvement

- SO Teams, led by the Component Leaders, will invite key stakeholders to participate in the HRMP process.
- A draft document consisting of Issues by SO will be developed by SO Teams and submitted to the Management team.
- The drafts will be circulated to selected headquarters ADMs and Directors of the four agencies and regional staff in FRBC, MoF, MSRM and WLAP for comment via the Internet.
- Comments received by the deadline will be reviewed and considered before Issues are finalized.
- All draft document comments received by the deadline will be noted in an appendix to the HRMP with a brief statement of how each comment was considered. (Refer to Appendix H in the HRMP Guidelines)
- The process for review and comment will be repeated for draft strategies and the HRMP.
- Circulation of these documents beyond those noted above will be the responsibility of the SO teams and the recipients of the drafts, as they deem appropriate.
- The review requests attached to the drafts will contain a feedback process explanation.

Tracking of Process and Participation

In accordance with the milestones, the Management Team will meet, at a minimum, on a bi-weekly basis to review progress and resolve issues affecting the timely completion of the HRMP. SO Teams will report via e-mail to the Team regarding their progress. The reports will be included in an appendix to the HRMP.

Planning Teams

Overall HRMP Coordination:

- MoF. MoELP and FRBC will form a HRMP Management Team consisting of Rick, Don and Janet. The role of this team is to establish the ground rules and oversee the overall process.

Strategic Objective Level:

- Each SO will be lead by a team consisting of component leaders[1], agency technical staff, FRBC Project Officers and other stakeholder reps (e.g. CFS, Env Can , FRIC, LIICC, LUCO).

[1] Refer to Appendix 3 for a list of the Component Leaders

- Each team will name a leader who will be responsible for raising issues to the Management Team and communicating direction to the SO team and for ensuring milestone are met
- The SO Teams will develop the Issues and Strategies following the HRMP Guidelines
- FRBC staff will provide feedback regarding FRBC's interest or concerns as the HRMP is being developed.

HRMP Milestones & Dates

For the Management Team:

- HRMP Guidelines and Ground Rules completed by — June 15.
- Process Introduction Workshop — June 26
- Draft list of issues will be available for comment — July 10.
- Draft list of strategies will be available for comment — August 1
- Draft HRMP will be available for comment — September 15
- Provincial Workshop to rationalize RMPs and HRMP — October 1
- Final HRMP will be due by — October 15

For the SO Teams

- Process Introduction Workshop (2 hours) — June 26th
- Develop issues and sub-issues based on HRMP Guidelines — July 10th
- Review comments received and revise issues and sub-issues and develop strategies for each issue or sub-issues — July 27th
- Review comments received and revise strategies — August 15th
- Review and Comment on Draft HRMP — September 30
- Provincial Workshop to rationalize RMPs and HRMP — October 1

Investment Planning (HIP) Process

Introduction:

The Headquarters Investment Planning process for 2002/03 – 2004/05 will provide timely decision-making together with clear and thorough guidelines and expectations. The process is designed to allow a logical scheduling and utilization of resources.

Roles and Responsibilities:

General Process:

- Forest Renewal will, upon review of the HRMP Issues and Strategies, indicate the FRBC funding by issue and/or sub-issue for the term of the plan. This indication will be +/- 120% of the true budget by SO to allow for some flexibility should approved projects fail or shifts in resources be possible. **This is not intended to inflate the cost of resolving issues, but to increase the # of issues which could be invested in.**

- Ministry staff will develop project outlines for the term of the agreement to that funding level.
- Ministry staff will enter appropriate data into IMS
- Forest Renewal staff will review and approve or reject the projects
- Ministry staff will then develop detailed work plans for the approved projects.

HIP Milestones and Dates:

• Process Introduction Workshop:	June 26th
• Ground Rules Distributed	June 26th
• Guidelines Distributed	June 29th
• Funding targets by SO from FRBC	July 10th
• SO teams complete RMP (Issues and strategies)	September 1
• Funding by issue/sub-issue for 3 year funding horizon	September 1
• Standards, content and format of project outlines	September 30
• Criteria against which projects will be evaluated	September 30
• Development of project outlines	November 30
• Input of project data into IMS	November 30
• Review and decision re project approval, rejection or deferral	January 15
• Completion of detailed project workplans	March 1
• Goals Agreement sign-off	April 1
• Project Implementation	April 1
• Establishment of Chart of Accounts	May 15.
• Stand and deliver process first report	Early July

Janet Gagne,
Director, Forest and Environment,
Headquarters Region, Forest Renewal BC

Date

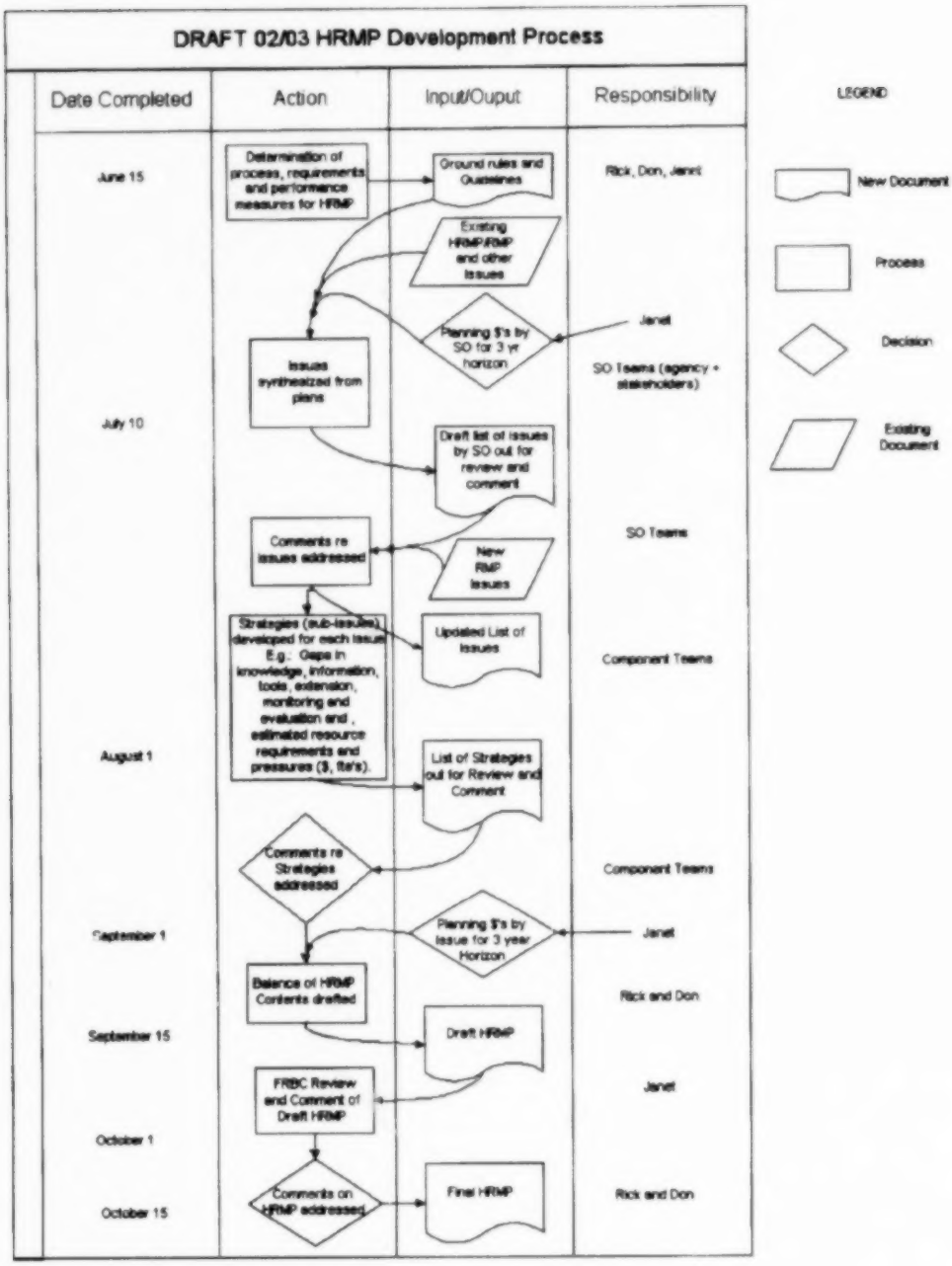
Rick Brand
Forest Sector Initiatives Forester
Ministry of Forests

July 3, 2001
Date

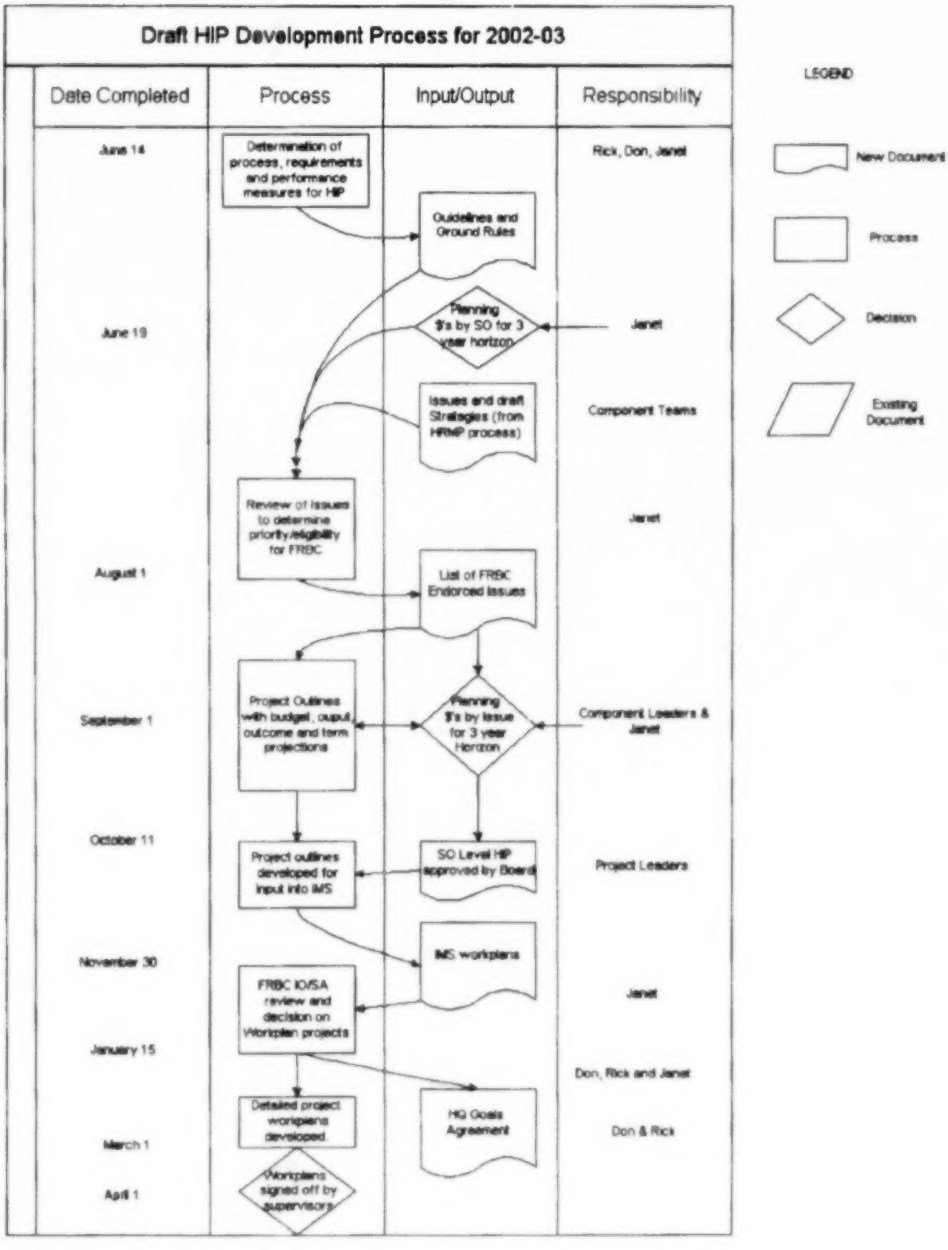
Don Gosnell
Director, Forest renewal Management Branch
Ministry of Water, Land and Air Protection and

June 29, 2001
Date

Appendix 1 HRMP Process Flow Chart



Appendix 2 HIP Process Flow Chart



Appendix 3 HRMP Strategic Objective Component Leaders

Strategic Objective	Strategic Objective Components	Component Leader	E-mail	Phone
Sustainable Harvest (SH)	**Enhanced Forestry**	Ralph Winter, MoF	Ralph.Winter@gems9.gov.bc.ca	387-8906
	Backlog NSR	John McClarnon, MoF	John.McClarnon@gems1.gov.bc.ca	387-8903
	Habitat/Biodiversity Monitoring	Mike Fenger, WLAP	Mike.Fenger@gems3.gov.bc.ca	387-9779
	Forest Level Analysis for Silviculture Investments	Pat Martin, MoF	Pat.Martin@gems8.gov.bc.ca	356-0305
Enhancing Environmental Values (EEV)	**Watershed Restoration**	John Mallett, MoF Pat Slaney, WLAP	John.Mallett@gems1.gov.bc.ca Pat.Slaney@gems5.gov.bc.ca	387-8657 (604)222-6761
Strengthening Sustainable Forest Management (SSFM)	**Criteria and Indicators for Sustainability**	George Butcher, MSRM	George.Butcher@gems7.gov.bc.ca	387-9515
	Environmental Baselines	Colleen McKendry; MSRM	Colleen.McKendry@gems5.gov.bc.ca	387-5260
	Sustainable Resource Benefits	Tony Cheong, MSRM	Tony.Cheong@gems1.gov.bc.ca	387-9585
	Access to Information	John Parminter, MOF	John.Parminter@gems7.gov.bc.ca	356-6810
	G&Y / Forest Productivity	Jon Vivian, MSRM	Jon.Vivian@gems4.gov.bc.ca	356-7185
	EFMPP	Rick Brand, MoF	Rick.Brand@gems2.gov.bc.ca	356-6675